



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**RIVER VALLEY REGIONAL YMCA  
CHILDCARE BUSINESS COORDINATOR JOB DESCRIPTION**

Job Title: **Childcare Business Coordinator**  
Reports to: **CFO**

Revision Date: **3/21/2022**

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**POSITION SUMMARY:**

Employment at the YMCA gives an individual the opportunity to strengthen communities and change lives, including their own. No matter your role, a YMCA employee should take satisfaction in knowing their work is helping to empower young people and can improve the health and well-being of future generations. As a YMCA employee, you will work alongside diverse leaders with different backgrounds, perspective and strengths in connecting with your community.

The primary responsibility of the Childcare Business Coordinator is to support the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Coordinates business and accounting functions of the childcare departments such as invoicing, collections, data entry and reporting. Develops, organizes and implements high quality YMCA program(s).

The YMCA is looking to hire an enthusiastic, creative, and reliable staff member who can share in the YMCA values of honesty, respect, responsibility and caring. Some benefits included in this position are a 50% reduction in childcare expenses and various other program discounts, retirement plans and free membership as well as professional development opportunities. All full-time positions within the Y organization also provide for paid time-off, holidays as well as health insurance, Life and Short-Term Disability benefits.

**ESSENTIAL FUNCTIONS:**

1. Regional position to serve all 6 RVR YMCA branches (as needed) that includes compilation of sign-in/out sheets, attendance sheets and meal count sheets.
2. Assist Branches with entering registrations in Daxko (as needed) and sending final invoice statements.
3. Review weekly attendance reports and discuss exceptions or late pick-ups with Childcare Director. Enter new registrations and/or applicable late fees.
4. Review attendance reports and submit to CCIS via Pelican (this will increase the timeliness of payments from CCIS).
5. Prepare invoices for corporations that pay childcare fees for their employees.
6. Direct liason with CCIS and other third party organizations while assisting in training of Childcare Directors.
7. Prepares monthly report to submit to collections.
8. Prepare and send year-end tax statements.
9. Assist with set-up of Childcare programs, application of subsidies and rate plans in Daxko.

**QUALIFICATIONS:**

1. Service orientation, strong communication, analytical, and organizational skills required.
2. Working knowledge of Microsoft Office, Accounts receivable/collections and billing experience required.
3. Minimum 3 years' experience in a Business Related field.
4. Minimum age requirements may apply; for example, minimum age of 21.

**The Y: We're for youth development, healthy living, and social responsibility.**